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OTE 86-1018

14 MAY 1986

MEMORANDUM FOR: Deputy Director for Administration

STAT FROM: [REDACTED]

Director of Training and Education

STAT SUBJECT: Recommendation for Quality Step Increase--

STAT 1. [REDACTED] is recommended for a Quality Step Increase in
STAT recognition of her sustained superior performance during the period
STAT 1 October 1983 to the present date. [REDACTED] is a GS-10, Step 09,
Executive Secretary of the Training Selection Board (TSB). [REDACTED]
occupies this position as a part-time staff employee.

STAT 2. [REDACTED] has been the Executive Secretary of the TSB since
1 October 1983. During that time, she has performed in an exceptional
manner. I have reviewed all of her work as it goes to the front office,
and to members of the TSB, and to the various schools where the Agency
sends its top officers. Her work is of the very highest quality. In the
time I have been her supervisor, I have never had to correct one piece of
correspondence. To say it is impeccable would not be an exaggeration. It
is some of the very best, highest quality work I have seen. It is always
timely and she does this highly visible work with the barest amount of
supervision. She has frequently been commended by those in the academic
institutions with whom we do business; Harvard, the War Colleges, and
others. In recognition of her talents, she has recently been asked to
assume additional responsibilities working for the Chief of the
Administration Division. Early signs from this expanded job suggest that
the quality associated with her work continues at the same superior level.

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3. In light of [] excellent performance of duty during the above mentioned period and the expectation that this level of performance will continue, I recommend that she be granted a Quality Step Increase.

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Attachments:

- A. Biographic Profile
- B. Performance Appraisal Reports

APPROVED:

Signed: James H. McDonald

20 MAY 1986

Deputy Director for Administration

Date

2
SECRET

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DDA/OTE

(9 May 1986)

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3
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